



## IV-Statewide Descriptor Tables

This chapter describes most of the Statewide Descriptor Tables, which are established and maintained by CALSTARS. Statewide Descriptor Tables define valid statewide codes that are used by all agencies. The Statewide Tables are online tables, which allow agencies to immediately use new or modified table records. Although agencies cannot modify Statewide Descriptor Tables, the tables discussed in this chapter can be viewed and/or printed with the appropriate authorization.

### TYPES OF STATEWIDE DESCRIPTOR TABLES

The Statewide Descriptor Tables described briefly below can be viewed and/or printed by agencies.

- ✧ **Category (D09)** – identifies types of expenditures at the highest level.
- ✧ **Category/Object (D10)** – breaks down the types of expenditures identified by Category (D09) at the next lower-level.
- ✧ **Object Detail (D11)** – breaks down the types of expenditures identified by Category/Object (D10) at the next lower-level.
- ✧ **Fund Source (D20)** – the classification/sub-classification of funds based on the budgetary/legal basis.
- ✧ **GAAP Fund (D21)** – the classification/sub-classification of funds based on Generally Accepted Accounting Principles (GAAP) as recommended by the National Council on Government Accounting
- ✧ **Fund (D22)** – identifies statutory accounting funds.
- ✧ **Character (D24)** – identifies classifications according to major purpose, i.e., Support, Local Assistance, or Capital Outlay.
- ✧ **Method (D25)** – provides classifications that identify the methods used to make appropriations.
- ✧ **General Ledger Account (D31)** – identifies the standardized state general ledger accounts
- ✧ **Source (D33)** – identifies the classifications/sub-classifications of receipts

Refer to Exhibit IV-DS-1 for detailed information about each table.

## STRUCTURE

Each table is divided into two segments: the control key and informational elements. The control key segment varies for each table, but always begins with the Descriptor Table Identification (ID) and the Organization Code. The Organization Code for all Statewide Descriptor Tables is **0000**.

The informational elements segment includes the title and, in some instances, other reference data.

## RELATIONSHIP TO OTHER TABLES

The Descriptor Tables establish the basic code structure for all data throughout CALSTARS at all levels of accounting and reporting.

## STATEWIDE DESCRIPTOR TABLES SCREEN

Statewide Descriptor Tables are available through Command 1.99.2. The Statewide Descriptor Tables Screen is shown below.

```

9990 I.99.2: Descriptor - Statewide Tables                                01-30-2007 01:57 PM

CODE      AVAILABLE OPTIONS      CODE      AVAILABLE OPTIONS
01  Organization Code           45  Agency Conversion
09  Category                   46  Pay Period
10  Object                     52  Error Correction Element
11  Object Detail
20  Fund Source
21  GAAP Fund
22  Fund
24  Character
25  Method
31  General Ledger
33  Source

Code:  __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                     Main

```

Every Statewide Descriptor Table has an Entry screen. To display a specific table entry screen, key the desired table number in the Code field and press **Enter**. (Note: Menu choices 01, 45, 46, and 52 are only accessible by CALSTARS staff. Therefore, the choices are grayed and are not selectable.)

## ENTRY SCREEN

Each table entry screen can be accessed to view or print individual table records using the following functions: **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record.

The D09 Entry screen shown below is an example of a Statewide Descriptor Table entry screen.

```
9990 I.99.2.09: Category (D09) Entry                                01-30-2007 02:03 PM
Function: _ (P=Print Table, R=Recall Maint/Print, V=View, W=Print Rec)

CATEGORY> 1

TITLE    : PERSONAL SERVICE(S)

Command: _____ LP DATE: 11-27-2006
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit      List      Bkwr  Frwr  Clear      Main
```

## LIST SCREEN

Each Statewide Descriptor Table has a List screen, which gives agencies the ability to select multiple table records to view or print. When the **F5**=List key on the Entry screen is pressed, the List screen is displayed.

The functions available on the Entry screen (**P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) can also be initiated from the List screen.

The D11 List screen shown below is an example of a Statewide Descriptor Table list screen.

```

9990 Object Detail (D11) List                                01-30-2007 02:07 PM

Function: _ (P=Print Table, R=Recall Maint/Print)           Go to OD: ____

Enter under F below: (V=View, W=Print Rec)

F  OD      TITLE                                           CAT OBJ  RPI
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - -
_  001  SALARIES AND WAGES                                   1   01
_  003  CIVIL SERVICE-PERM                                   1   01
_  005  AUTH POSITION-PERM                                    1   01
_  006  WORKLD/ADMIN ADJ-PERM                                1   01
_  007  CICS-POSITION ESTAB-PERM                             1   01
_  012  REDUCT AUTH POS-PERM                                  1   01
_  013  POSITN RECLASS-PERM                                  1   01
_  014  POSITN TRSF IN-PERM                                   1   01
_  015  POSITN TRSF OUT-PERM                                  1   01
_  016  PROP NEW POSITN-PERM                                 1   01
_  017  MERIT SALARY ADJ-PERM                                 1   01
_  033  CIVIL SERVICE-TEMP                                   1   01

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Bkwrđ Frwrđ Clear                                Main

```

The list of records is displayed in control key order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the control key information in the 'Go to' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To print or recall a print request, either enter a **P** or **R** in the Function Field or enter a **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending control key order. All maintenance must be completed before the List screen may be re-accessed.

## FUNCTIONS

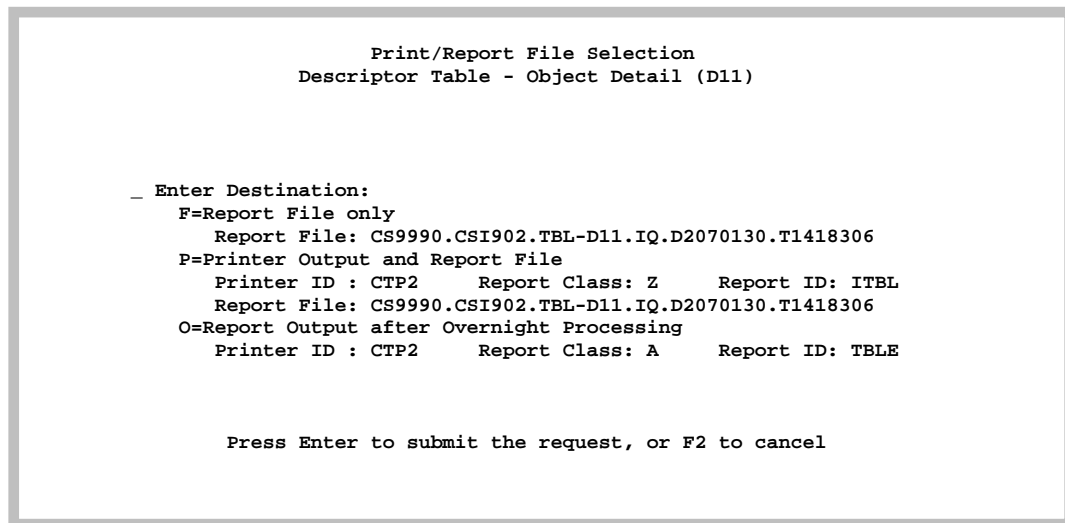
The following functions are available for Statewide Descriptor Tables.

### P=Print Table

The **P** function provides agencies the option of generating an electronic report file of a Descriptor Table's Listing Report and/or printing the report through the Print/Report File Selection pop-up screen.

From The Entry Or List Screens:

Key **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.



The screenshot shows a text-based pop-up window titled "Print/Report File Selection" with a subtitle "Descriptor Table - Object Detail (D11)". The main content area lists three options under the heading "\_ Enter Destination:". Option F is "Report File only" with a report file path. Option P is "Printer Output and Report File" with printer ID, report class, and report ID. Option O is "Report Output after Overnight Processing" with the same printer ID, report class, and report ID. At the bottom, a prompt asks the user to "Press Enter to submit the request, or F2 to cancel".

```
Print/Report File Selection
Descriptor Table - Object Detail (D11)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-D11.IQ.D2070130.T1418306
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-D11.IQ.D2070130.T1418306
  O=Report Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or F2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Descriptor Table's Listing Report (CSInnn-2)
- P** – Immediately generates an electronic report file of the Descriptor Table's Listing Report (CSInnn-2) and ROPES the Descriptor Table's Listing Report (CSInnn-2) to an agency printer
- O** – ROPES the Descriptor Table's Listing Report (CSBnnn-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

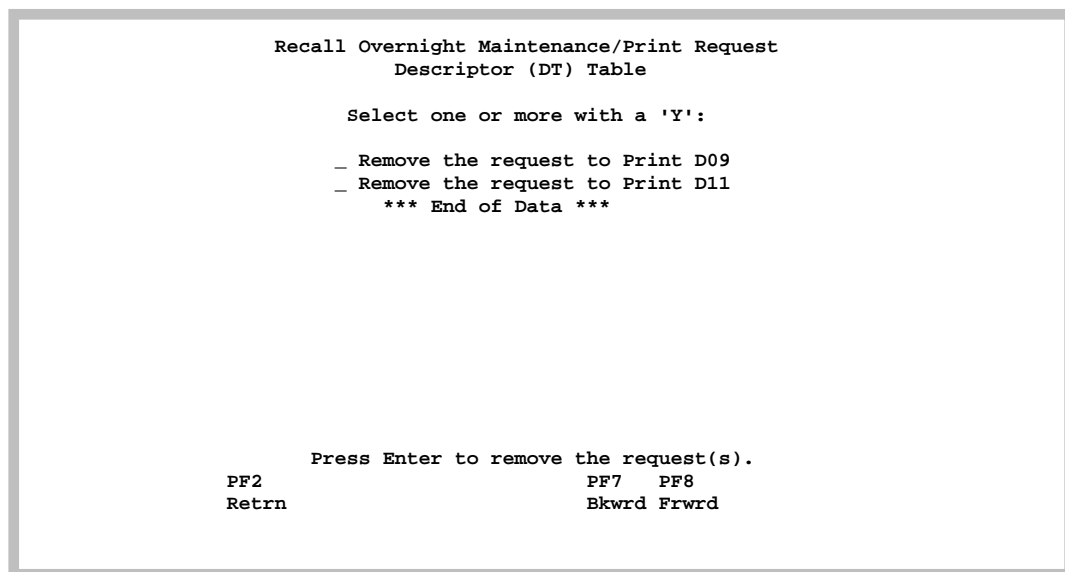
**Note:** The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maint/Print

The Recall function is used to delete overnight Descriptor Table maintenance (print requests) before it is initiated. Note that the Recall Overnight Maintenance/Print Request screen displays all Agency **and** Statewide Descriptor Table overnight print requests.

From The Entry Or List Screens:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.



```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D09
_ Remove the request to Print D11
*** End of Data ***

Press Enter to remove the request(s).
PF2      PF7      PF8
Retrn    Bkwr    Frwr
```

Key **Y** in the field to the left of the desired print request, and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

### V=View

From The Entry Screen:

Key a **V** in the Function field, the appropriate values in the control key fields, and press **Enter** to View a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**W=Print Record**

The **W** function immediately prints a single record report (CSI902nn) and generates a single record report file. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-Dnn.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the appropriate values in the control key fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

**FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Agency Object Descriptor Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ☛ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter.

When field look-up assistance is used with the table key field, the entire table record is displayed when a selection is made.

- ☛ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

**F5=List**—Displays the List screen.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records).

**F8=Frwrđ** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all fields.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## DESCRIPTOR TABLE REPORTS

The Listing Report (CSB902nn/CSI902nn) is produced upon agency request: This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an Entry or List screen.

An example of one report, the D33 Report, is displayed in Exhibit IV-DS-2.